

Plc 75-0795
1 APR 1975

MEMORANDUM FOR: DCI Records Management Officer
DDO Records Management Officer
DDA Records Management Officer
DDI Records Management Officer
DDS&T Records Management Officer
OGC Records Management Officer
OLC Records Management Officer
OIG Records Management Officer
IC Records Management Officer
NIO Records Management Officer
Office of the Comptroller Records
Management Officer
Audit Staff Records Management Officer

SUBJECT: Requirements from the Senate Committee

1. I have been asked to prepare a response to the following two requests for information from the Senate Committee reviewing Agency activities in connection with our operating procedures:

a. An index of all major directives, guidelines, regulations, manuals or similar materials which prescribe or explain authorization and reporting procedures.


b. Directives, guidelines, manuals or similar materials describing the various filing systems of the Agency.

2. The Information Systems Analysis Staff (ISAS) can respond to these requirements as they apply to Agency-wide publications. For example, to satisfy requirement (a) above, an index has been prepared covering Headquarters Regulations, Notices and Handbooks. To satisfy requirement (b), ISAS will provide a copy of the appropriate chapter of the Records Management Handbook which incorporates the subject/numeric system of classifying and filing which was published by ISAS for Agency-wide use.


3. The Senate Committee requirement, however, is not limited to Agency-wide systems. Since each Directorate is likely to have additional directives, guidelines, manuals or similar material which fall under (a) above as prescribing or explaining "authorization and operating procedures," or which fall under (b) above, "describing the various filing systems of the Agency," complete response to the Senate Committee requirement must include any such material promulgated by the several Directorates and Independent Offices.

4. As it is obviously important that our response be complete, accurate and forthcoming, would you please survey that material falling within your purview and forward to the undersigned such information as is necessary to satisfy the requirement. It should be noted that the requirement relating to filing systems should include, for example, ADP systems and indices as well as conventional file folder systems.

5. Accumulation of this data is a priority requirement, therefore, I would appreciate receiving your responses by 17 April.


Chief, Information Systems Analysis Staff

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C/ISAS:  dr (10 April 1975)

Distribution:

- 1 - Each Independent Office RMO
- 1 - Asst for Information, DDA
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